


<b>Maryland Port Administration</b>	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2295 Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Office Services		
Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Office Services A-1990-1996	1990-1996					
2	Office Services contains Personnel files	1990-1995					
3	Office Services contains Personnel files	1992-1994					
4	Office Services contains Personnel Files	1988-1997					

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. Alisha Jackson

I hereby certify that the records listed above were disposed of as indicated.

  
Signature

DGS 550-2 (rev. 1/93)

Driver  
Title

8/3/12  
Date

Alisha Jackson

Office Clerk 1

8/3/12